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| Medical Imaging Standard Operating Guidelines  UW Health | | |
| Title: Patient Result Notification | | |
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| **Approvals:** | | |
| **Discipline/Group** | **Approval Date & Signature** | **Implementation Date & Signature** |
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| Goal: This policy is to meet MQSA regulation 21 CFR 900.12 (c)(2)(i)(ii) and to describe the notification process of patient results | | |

**Compliance:**

* The patient is scheduled for a mammogram procedure at UW Health via the Health Link system. This populates the patient within the structured reporting system.
* The patient arrives for their mammography appointment, signs and dates a “mammography patient history form”.
* The technologist reviews the completed history form with the patient.
* The patient’s history is then entered into the structured reporting system and scanned into PACS by the technologist prior to the radiologist reading the exam.
* The radiologist reviews the images and dictates the report in the structured reporting system. Prior to finalizing the exam the radiologist selects an appropriate BIRAD based result letter.
* After choosing a patient result letter the interpreting radiologist will sign the report in the structured reporting system.
* The University of Wisconsin Hospital and Clinics will obtain and review outside films for comparison if applicable. Prior to finalizing the exam the radiologist will select an appropriate BIRAD based result letter.
* Addendums made to mammography exams that do not make a significant change to the report will be sent an administrative addendum letter.
* The Breast Imaging Assistant Senior will mail all patient result letters. The patient result letters are mailed by the UWHC mail room. The majority of the reports are mailed to the patient immediately. If there is a delay, a letter will be sent within 30 days of the exam date.